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Dear Parents and Carers

Cotham School staff are looking forward to welcoming your child into our school community from September 2019.

We will do all that we can to ensure your child is happy here and that starts with enabling a successful move from primary to secondary education. At Cotham we pride ourselves on our Year 6 into Year 7 induction and transition process; this letter marks the beginning of that process and sets out some important events and dates.

Every child is unique and so we try to personalise the process of transfer. We aim to visit children in their primary schools and talk with them and their teachers. We also aim to meet with you and give your child a number of opportunities to come into Cotham ahead of joining us. Coming into the School provides an opportunity to meet the Head of Year (we call them Learning Coordinators) the Form Tutor and a range of subject staff.

The Year 6 into Year 7 induction and transition process timetable and key induction events are set out overleaf. However, if you have any questions or concerns at any point, please do not hesitate to contact us. The key names and contact details of the staff you might wish to talk to are also overleaf.

I look forward to meeting you very soon.

Yours sincerely

Ms J Butler
Headteacher





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KEY DATES AND CONTACT DETAILS

In April we be sending information with a number of forms for you to complete and return to Cotham. We will also provide details about key staff, the induction mornings to which your child is invited, Cotham school uniform and the Parents' Evening.

During June and July, a number of staff will be visiting students in their primary schools. Some students who may require additional support with transition will also receive visits from Cotham's Inclusion Team.

Year 6 Induction Visits: 20 June/ 27 June/ 9 July

Your child will be invited to attend Cotham School from 8.45 a.m. until 1.45 p.m. on one of the above mornings. You will be notified of the date for your child when you receive the information pack. The students will have the opportunity to meet their Tutor, Learning Co-ordinator and Assistant and Deputy Headteachers during the morning. They will experience a range of taster lessons and a sport or drama activity. They will visit the school canteen during the morning and will be able to buy lunch in the canteen, although they are welcome to bring a packed lunch if they prefer. Further information will be in the next mailing.

New Year 7 Parents and Child Evening: Thursday 4 July

This takes place at 7.00 p.m. for parents whose child's surname begins with the letters A-J and at 7.45 p.m. for parents whose child's surname begins with the letters K-Z. The evening begins with talks from the Headteacher and key members of staff. This is followed by the opportunity to meet your child's tutor. You will also be able to order and purchase uniform and see displays and information on a range of topics which may be of interest to you. Your child is very welcome to attend with you.

Start of Term September 2019

Monday 2 September is the first day of term for Year 7. Only Year 7 will be in school for the first day so there is an opportunity for students to begin to find their way around the building and get to know their tutor group and tutor without the rest of the school present. On Tuesday 3 September, only Year 7 will be in school for the first two periods of the day.

Key Staff

The Tutor is normally the first point of contact. Your child will be allocated a tutor and tutor group when he/she attends the induction morning.

The Learning Coordinator (Head of Year) is the next point of contact. Ms Patra Pierce will be the Learning Coordinator for Year 7 in 2019.

The above information is also on our website at www.cotham.bristol.sch.uk under Admission Information 2019.

